

**PORTFOLIO GUIDELINES**  
**(FOR APPLICANTS WITH ENGINEERING TECHNOLOGY DEGREE)**  
**South Carolina Board of Professional Engineers and Surveyors**

1. Please submit a portfolio including a **full resume** that matches the “Experience Section” of your application and **three (3) clear examples** of engineering work performed during your eight or more years of experience. The projects should be chosen to demonstrate your grasp of engineering principles, design concepts, and expertise. Applicable Board forms must be completed to accompany the plans, reports or other documents submitted by you.
2. **Your personal HAND CALCULATIONS must be included for each project.** The Board understands engineering work is primarily undertaken using computers; however, for this process, you must **demonstrate** that you can perform the calculations. Calculations should be initialed or a statement added showing authorship. If you checked the work of others for which you are claiming responsibility, you should initial the pages and add an explanatory statement. If applicable, computer output should contain evidence of interpretation, showing your ability to exercise judgment. A **résumé** should also be included to reflect work experience, specifically showing the type of work you have performed, job titles and degree of responsibility.
3. The three portfolio projects should be submitted digitally on CD's. **All files must be in Adobe Acrobat format.** The CD should contain a total of 4 folders:
  - Folder #1 should contain all information for Project 1, including the Evaluation Form, statement from the sealing Engineer (if the work was done under the supervision of a PE other than yourself), hand calculations (please do the hand calculations on paper and scan the paper), drawings, and any other documentation associated with Project #1.
  - Folder #2 should contain all information for Project 2, including the Evaluation Form, statement from the sealing Engineer (if the work was done under the supervision of a PE other than yourself), hand calculations (please do the hand calculations on paper and scan the paper), drawings, and any other documentation associated with Project #2.
  - Folder #3 should contain all information for Project 3, including the Evaluation Form, statement from the sealing Engineer (if the work was done under the supervision of a PE other than yourself), hand calculations (please do the hand calculations on paper and scan the paper), drawings, and any other documentation associated with Project #3.
  - Folder #4 should contain the professional resume and the Portfolio Index.
4. Submit **six (6) CD's** for distribution to the Review Committee. If plans are submitted by hard copy, they may be folded (preferably) and are not required to be incorporated into the binders. All **six copies** of plans, reports and other materials submitted must be well organized and clearly labeled/marked with your name, address, phone number, engineering discipline (ex: civil, mechanical, etc) and date of submittal (note “second submittal” if applicable).
5. **If plans submitted have been signed and sealed by someone else, please include a sealed, signed, dated statement by that individual describing the work you contributed to each project. If this is not included, review of the portfolio will be delayed.**
6. CD's **will not** be returned. Please retain a copy of all materials submitted. You are requested to provide one hard copy of your portfolio in a binder when you are called for the committee review and interview.
7. Board staff will randomly choose the review committee from a pool of engineers approved by the board who are practicing professional engineers and professors. They will represent the same discipline as your experience (e.g., mechanical, civil, etc.).

8. Upon convening the Review Committee, a review and interview date will be scheduled. The purpose of the interview is to confirm authorship and allow the committee members to ask questions related to each project. You will be notified in advance in order to make travel arrangements.
9. If the projects are rejected, the committee may ask for additional projects. In that case, you have one more opportunity to submit additional projects. Section 40-22-222(B) states, in part, “*Absent a showing of a change of qualifications to correct deficiencies identified in the review process, **no application may be reviewed by the committee more than twice.***” If the second set of projects is acceptable, an interview date will be scheduled.
10. Upon approval of your portfolio and a positive referral from the interview committee, your name will be submitted to the Board at the next regularly scheduled meeting for approval. Even though not required, you may appear if you wish. Upon Board approval, you will be issued a license as a Professional Engineer within 10 days.